Alternative Communication Routes
CAO: 0772626034, Email:rodaoroma78@gmail.com
PAS: 0782631432, Email:susaneyura@yahoo.com
CFO:0782556199,Email:tommyokori@gmail.com

In case of any correspondence on this subject
Please quote: **ADM/163/6**

The Republic of Uganda

Amolatar District Local Government
Office of the Chief Administrative Officer
P.O Box 3
Amolatar - Uganda

Date: 1st July, 2025

GENERAL SERVICE DELIVERY STANDARDS

We, the staff of Amolatar district local government, commit ourselves to our clients as follows:

Time Management

- Staff attendance of duty will be effective from 8:00 am to 12:45 pm and from 2:00 pm to 5:00 pm from Monday to Friday except on public holidays.(weekends).
- Health facilities at the level of Health Centre IV and III shall be open at all times and the Health workers shall be attending to duty 24 hours daily in accordance with the duty roster.
- Health Facilities at the level of Health Centre II shall be open from Monday to Friday 8:00 am to 5:00 pm

Customer Care

- We will serve our clients with fairness, transparency, promptness, clarity, respect and courtesy in order to ensure client satisfaction and enhancing the good image of Amolatar District Local Government.

Telephone Calls

- When our clients ring, we will answer within the3rd ring and return their calls promptly with respect and courtesy.
- We shall respond to official miscalls promptly

Written correspondences

- We will respond to written correspondences of our clients within 5 working days from the date of receipt.

Professionalism

- We shall at all times adhere to professional code of conduct, exhibit a high degree of competence and best practices as prescribed for in a given profession in the public service.

CHIEF ADMINISTRATIVE OFFICER
AMOLATAR DISTRICT
P.O. BOX 3, AMOLATAR

Oroma Rhoda
Chief Administrative Officer – Amolatar

CamScanner